Inland Flooding Preparedness Plan

The institution will implement flood preparedness measures focused on prevention of water intrusion, elevation of collections, and rapid emergency response. This includes identifying flood-prone areas within facilities, relocating vulnerable materials, and ensuring that emergency procedures are in place for rapid stabilization of wet collections.

_____ County Fire Department #: (_ _ _) _ _ _-_ _ _ _
_____ County Emergency Management #: (_ _ _) _ _ _-_ _ _ _
Emergency Flood Response #: (_ _ _) _ _ _-_ _ _ _

Offsite Storage Address: _____

Primary Emergency Contact: _____
Phone: (_ _ _) _ _ _-_ _ _ _

Secondary Emergency Contact: _____
Phone: (_ _ _) _ _ _-_ _ _ _

Environmental Monitoring and Training

- ☐ Monitor flood alerts and weather warnings during high-risk seasons
- ☐ Install or maintain water intrusion sensors in vulnerable building areas
- ☐ Maintain sump pumps, drainage systems, and backflow prevention devices
- ☐ Inspect building envelope systems before wet seasons
- ☐ Identify and map flood-prone areas within the facility
- ☐ Train staff in safe handling of wet and fragile materials

Collection Protection and Storage

- ☐ Relocate high-value collections away from lower floors when flood risk is elevated
- ☐ Elevate storage systems and critical infrastructure where feasible
- ☐ Purchase or maintain waterproof bins, plastic sheeting, and emergency containment materials
- ☐ Store priority materials in sealed or water-resistant containers
- ☐ Pre-identify emergency relocation or freezing partners for wet collections

Emergency Response

- ☐ Establish a 24 to 48 hour response protocol for wet collections
- ☐ Prioritize stabilization before documentation or assessment decisions
- ☐ Use fans, dehumidifiers, and controlled drying spaces when safe

Supply	Purpose
Water sensors	Early detection
Sump pumps	Water removal
Plastic Sheeting	Barrier against leaks and flooding
Plastic bins	Safe storage
Fans/dehumidifiers	Drying
Freezer paper	Stabilizing wet materials